

# Ton Duc Thang University CENTER FOR APPLIED INFORMATION TECHNOLOGY



## Course Lecture

# MOS WORD 2016

Website: [cait.tdtu.edu.vn](http://cait.tdtu.edu.vn)

Facebook: <https://facebook.com/trungtamtinhoc>

- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

# Chapter 5

## APPLYING REFERENCES

# Chapter 5. Applying references



5.1 Create footnotes and endnotes

5.2 Create a table of contents

5.3 Create, insert and edit citations

5.4 Insert a bibliography

5.5 Insert captions

5.6 Insert a table of figures

# Chapter 5. Applying references



## 5.1 Create footnotes and endnotes

## 5.2 Create a table of contents

## 5.3 Create, insert and edit citations

## 5.4 Insert a bibliography

## 5.5 Insert captions

## 5.6 Insert a table of figures

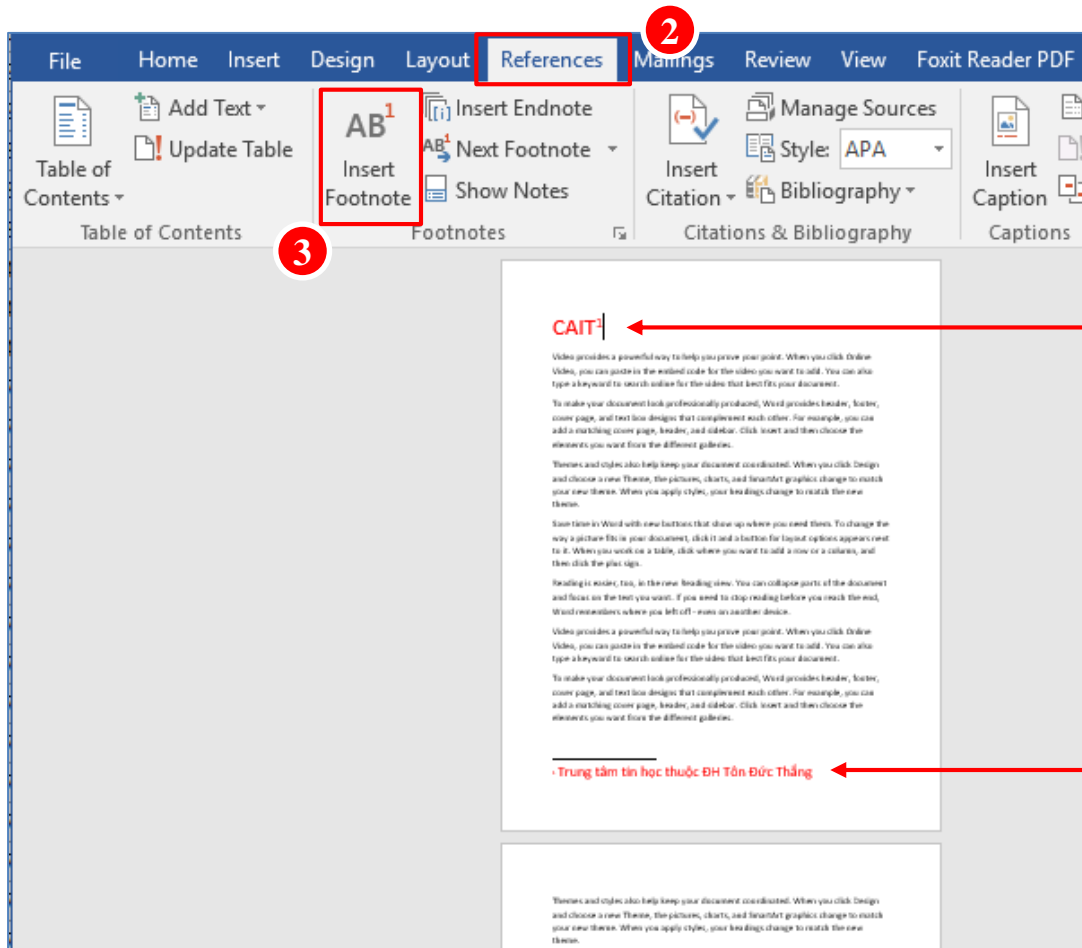
## 5.1 Create footnotes and endnotes

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### 1/. Create footnotes and endnotes

# 1- Create footnotes and endnotes

## • Create a footnote

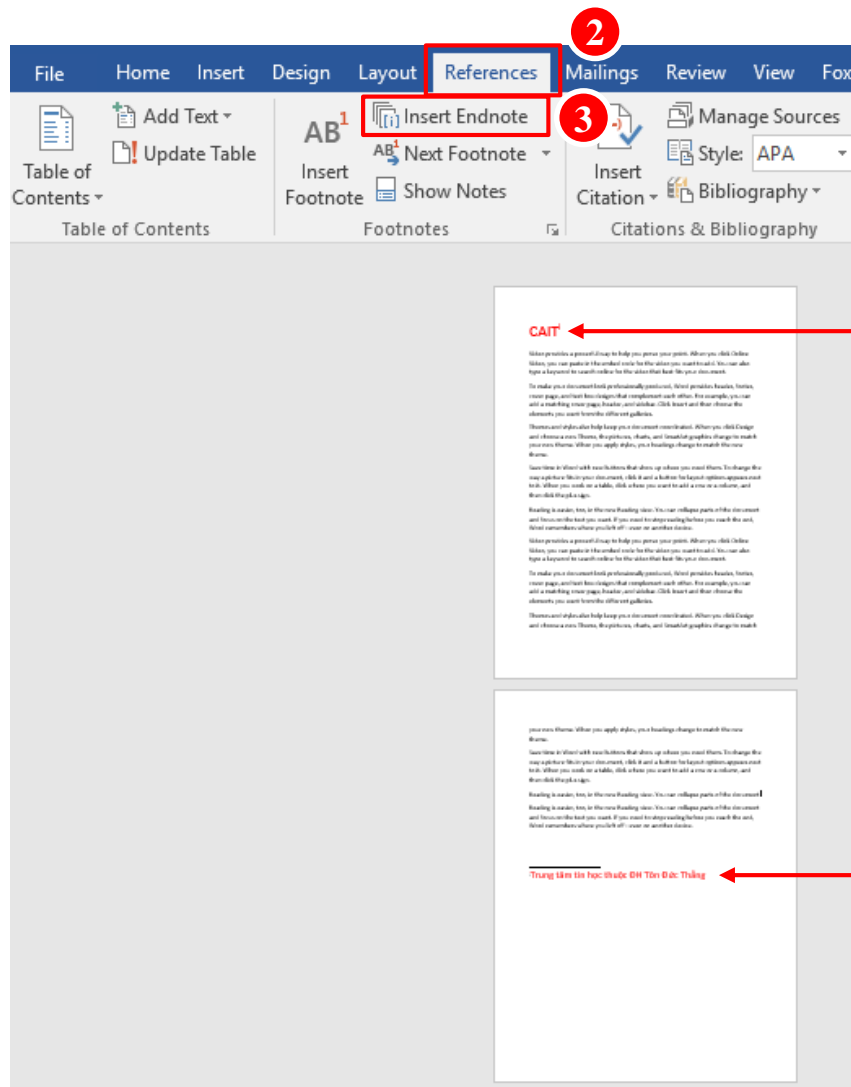


Click after the text to create a footnote

Enter the content of note

# 1- Create footnotes and endnotes

## • Create an endnote



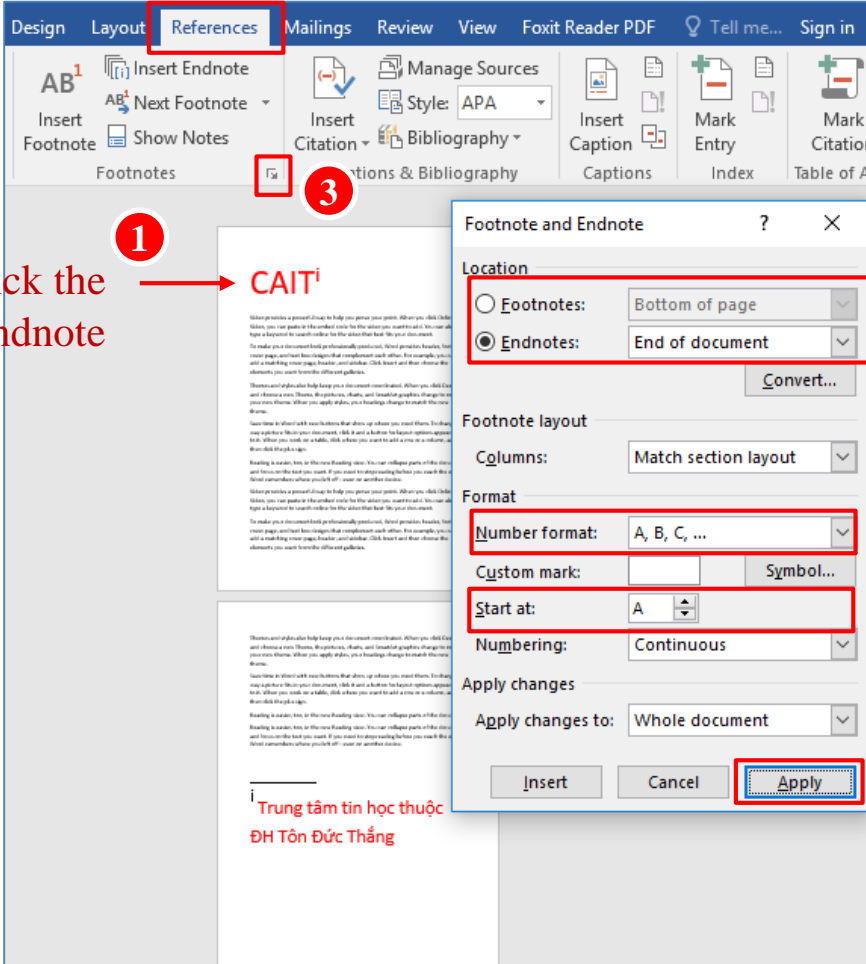
1 Click after the text to create an endnote

4 Enter the content of note



# 1- Create footnotes and endnotes

- Change the format of footnotes and endnotes



The screenshot shows the Microsoft Word interface with the 'References' tab selected. The 'Footnote and Endnote' task pane is open on the right. Red annotations with numbers 1 through 7 point to specific elements:

- 1**: Points to the 'Footnote and Endnote' task pane icon in the 'References' ribbon.
- 2**: Points to the 'References' tab in the ribbon.
- 3**: Points to the 'Footnote and Endnote' icon in the 'References' ribbon.
- 4**: Points to the 'Location' section in the task pane, specifically the 'Endnotes' radio button and the 'End of document' dropdown.
- 5**: Points to the 'Number format' dropdown in the 'Format' section, which is set to 'A, B, C, ...'.
- 6**: Points to the 'Start at' dropdown in the 'Format' section, which is set to 'A'.
- 7**: Points to the 'Apply' button at the bottom of the task pane.

Additional text in the image includes 'Click the footnote/endnote' with an arrow pointing to the task pane icon, and a sample footnote at the bottom: 'i Trung tâm tin học thuộc ĐH Tôn Đức Thắng'.


# 1- Create footnotes and endnotes

- Delete footnotes and endnotes

Cơ sở tin học 1<sup>1</sup>

- 1 Select footnote/endnote and press **Delete**

# Chapter 5. Applying references

- 
- 5.1 Create footnotes and endnotes
  - 5.2 Create a table of contents
  - 5.3 Create, insert and edit citations
  - 5.4 Insert a bibliography
  - 5.5 Insert captions
  - 5.6 Insert a table of figures

## 5.2 Create a table of contents

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### 1/. Create a table of contents

# 1- Create a table of contents

- Create a built-in table of contents

The screenshot shows the Microsoft Word interface with the **References** tab selected. A red box highlights the **Table of Contents** dropdown menu, which contains the following options:

- Built-In**
  - Automatic Table 1**
    - Contents
      - Heading 1 ..... 1
      - Heading 2 ..... 1
      - Heading 3 ..... 1
  - Automatic Table 2**
    - Table of Contents
      - Heading 1 ..... 1
      - Heading 2 ..... 1
      - Heading 3 ..... 1
  - Manual Table**
    - Table of Contents
      - Type chapter title (level 1) ..... 1
      - Type chapter title (level 2) ..... 2
      - Type chapter title (level 3) ..... 3
      - Type chapter title (level 1) ..... 4
- Custom Table of Contents...
- Remove Table of Contents

A red circle with the number 3 is placed over the **Contents** option under **Automatic Table 1**, with the text "Select type".

On the right, a document titled "Office Procedures" is shown. A red circle with the number 1 is placed over the **MỤC LỤC** (Table of Contents) section, with a red arrow pointing to it and the text "Click the position to create a table of contents".

The document content includes:

- Office Procedures**
- MỤC LỤC**
- Table of Contents**
- Contact Information** ..... 1
- Facilities** ..... 1
  - Office ..... 2
  - Warehouse ..... 2
  - Phone System ..... 2
- Ordering Supplies** ..... 3
  - Business Stationery, Letterheads, Invoices, Packing Slips, Receipts ..... 4
  - Supplies ..... 4
- Shipping** ..... 5
- Receiving Packages** ..... 6
  - Receive Packages To Ship ..... 6
  - Receive Items to Package and Ship ..... 6
- Processing Orders** ..... 7

# 1- Create a table of contents

- Create a custom table of contents

The screenshot illustrates the steps to create a custom table of contents in Microsoft Word. The 'References' tab is selected in the ribbon, and the 'Table of Contents' button is highlighted. The 'Table of Contents' dialog box is open, showing the 'Table of Contents' tab. The 'Print Preview' and 'Web Preview' sections are visible. The 'Show page numbers' and 'Right align page numbers' checkboxes are checked. The 'Tab leader' is set to dots. The 'Formats' dropdown is set to 'Formal', and 'Show levels' is set to 3. The 'OK' button is highlighted.

**1** References

**2** Add Text

**3** More Tables of Contents from...

**4** Styles

**5** The number of levels

**6** Separation between headings and page numbers

**7** Show/hide page numbers

**8** Align page numbers to the right

**9** OK

# 1- Create a table of contents

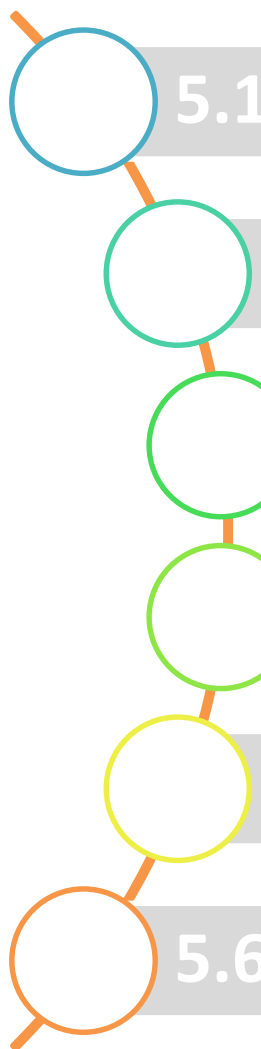
## • Update a table of contents

The screenshot shows the Microsoft Word interface with the **References** tab selected. The **Table of Contents** group contains the **Update Table** button, which is circled in red and labeled with a red circle containing the number 3. Below the ribbon, the **Table of Contents** task pane is visible, showing a list of contents with the title **Contents** circled in red and labeled with a red circle containing the number 1. The list includes **Mở bài**, **Thân bài**, and **Kết luận**. To the right, the **Update Table of Contents** dialog box is open. It contains the text "Word is updating the table of contents. Select one of the following options:" and two radio button options: **Update page numbers only** (labeled with a red circle containing the number 4) and **Update entire table** (labeled with a red circle containing the number 5). The **Update entire table** option is selected. At the bottom of the dialog box, there is an **OK** button (labeled with a red circle containing the number 6) and a **Cancel** button.

4 Update only page numbers

5 Upate all contents

# Chapter 5. Applying references

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- 5.1 Create footnotes and endnotes
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  - 5.5 Insert captions
  - 5.6 Insert a table of figures



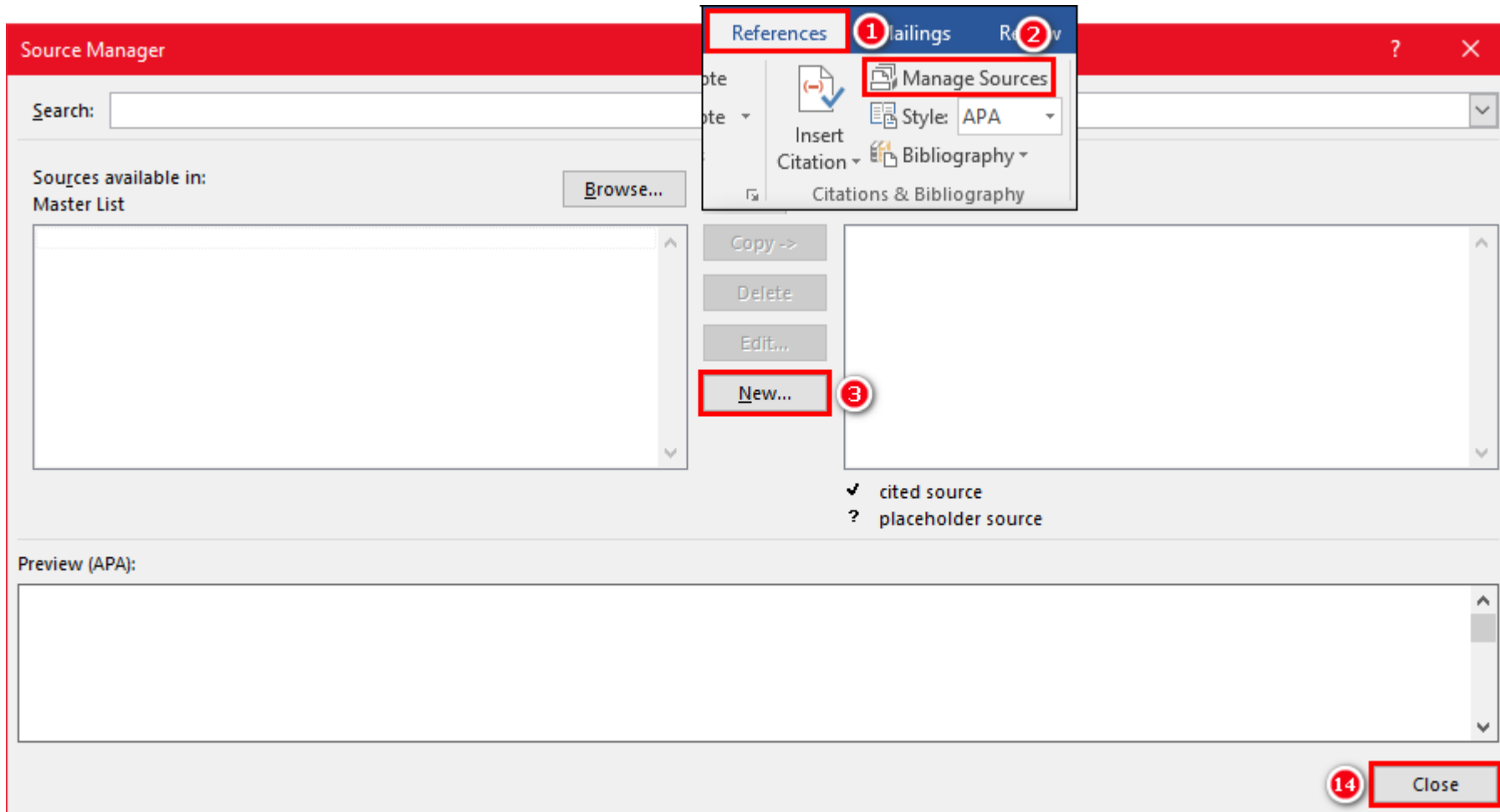
## 5.3 Create, insert and edit citations

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### 1/. Create, insert and edit citations

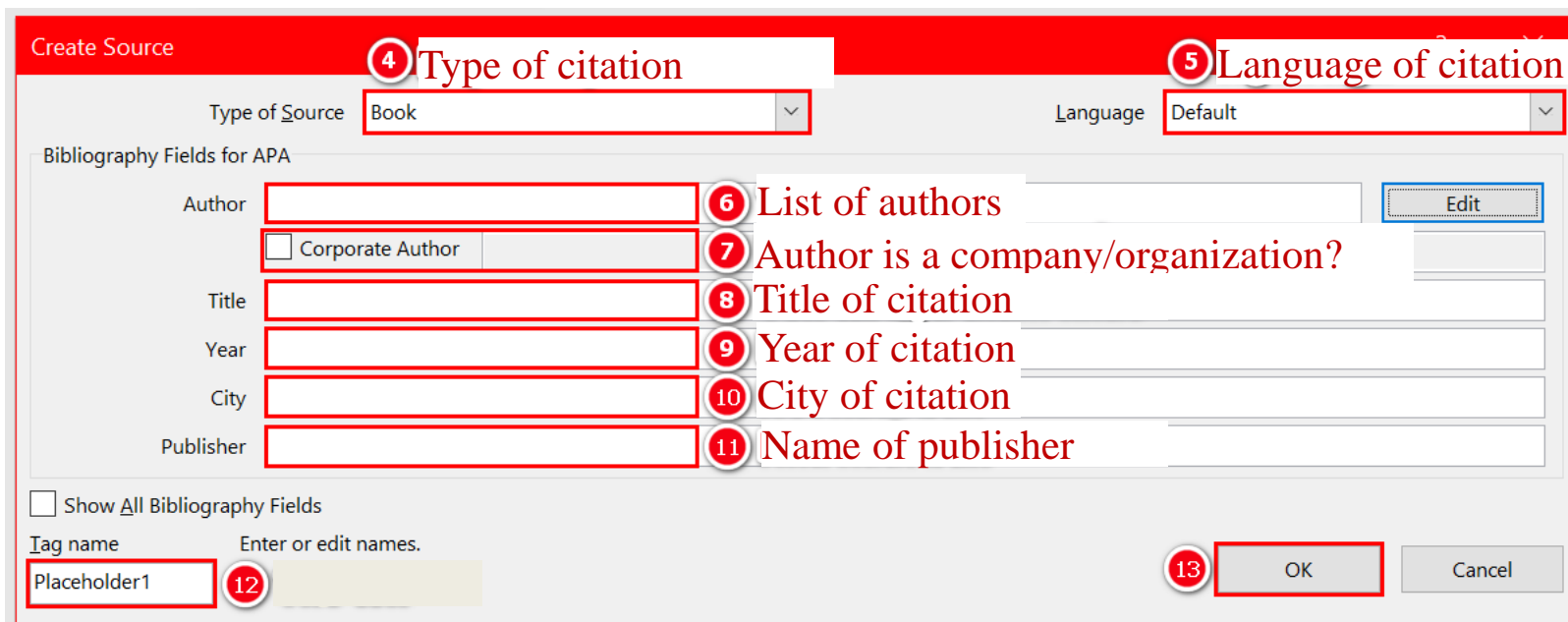
# 1- Create, insert and edit citations

- Create a citation



# 1- Create, insert and edit citations

- Create a citation (cont.)



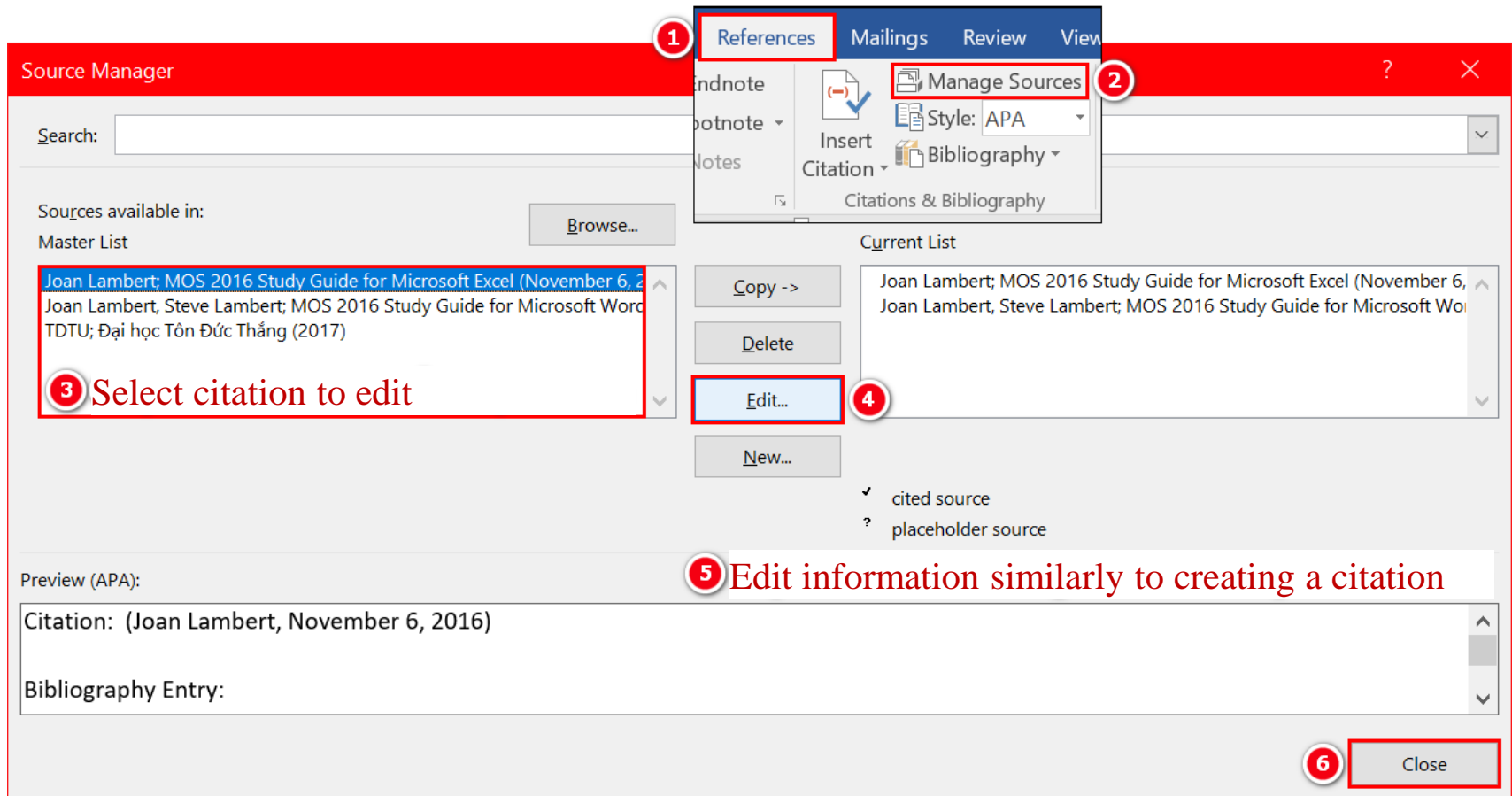
The screenshot shows the 'Create Source' dialog box with the following fields and annotations:

- 4** Type of citation: A dropdown menu showing 'Book'.
- 5** Language of citation: A dropdown menu showing 'Default'.
- 6** List of authors: A text input field.
- 7** Author is a company/organization?: A checkbox labeled 'Corporate Author'.
- 8** Title of citation: A text input field.
- 9** Year of citation: A text input field.
- 10** City of citation: A text input field.
- 11** Name of publisher: A text input field.
- ☐ Show All Bibliography Fields: A checkbox.
- 12** Tag name: A text input field with 'Placeholder1'.
- 13** OK: A button.
- Cancel: A button.

\* Information about document depends on type of source

# 1- Create, insert and edit citations

## • Edit a citation



**1** References

**2** Manage Sources

Style: APA

Bibliography

Citations & Bibliography

Source Manager

Search:

Sources available in: Master List

Browse...

Joan Lambert; MOS 2016 Study Guide for Microsoft Excel (November 6, 2016)

Joan Lambert, Steve Lambert; MOS 2016 Study Guide for Microsoft Word (November 6, 2016)

TDTU; Đại học Tôn Đức Thắng (2017)

**3** Select citation to edit

Copy ->

Delete

**4** Edit...

New...

Current List

Joan Lambert; MOS 2016 Study Guide for Microsoft Excel (November 6, 2016)

Joan Lambert, Steve Lambert; MOS 2016 Study Guide for Microsoft Word (November 6, 2016)

✓ cited source

? placeholder source

**5** Edit information similarly to creating a citation

Preview (APA):

Citation: (Joan Lambert, November 6, 2016)

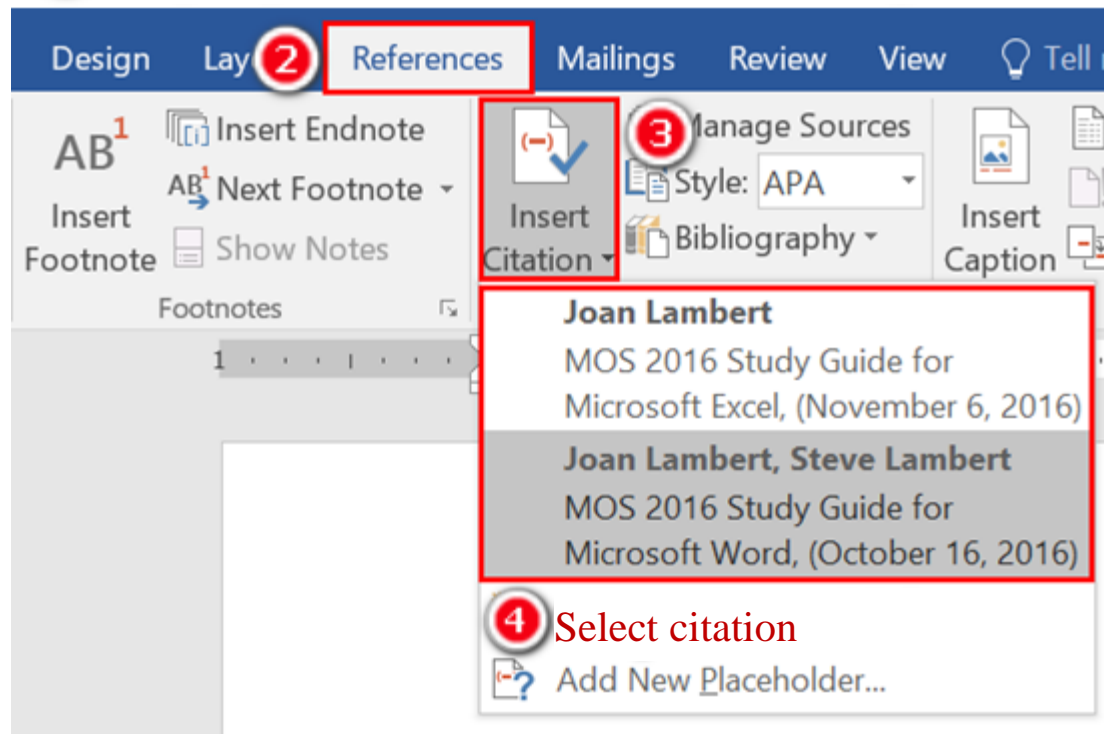
Bibliography Entry:

**6** Close


# 1- Create, insert and edit citations

- **Insert a citation**

① Select position to insert a citation



# Chapter 5. Applying references

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## 5.4 Insert a bibliography

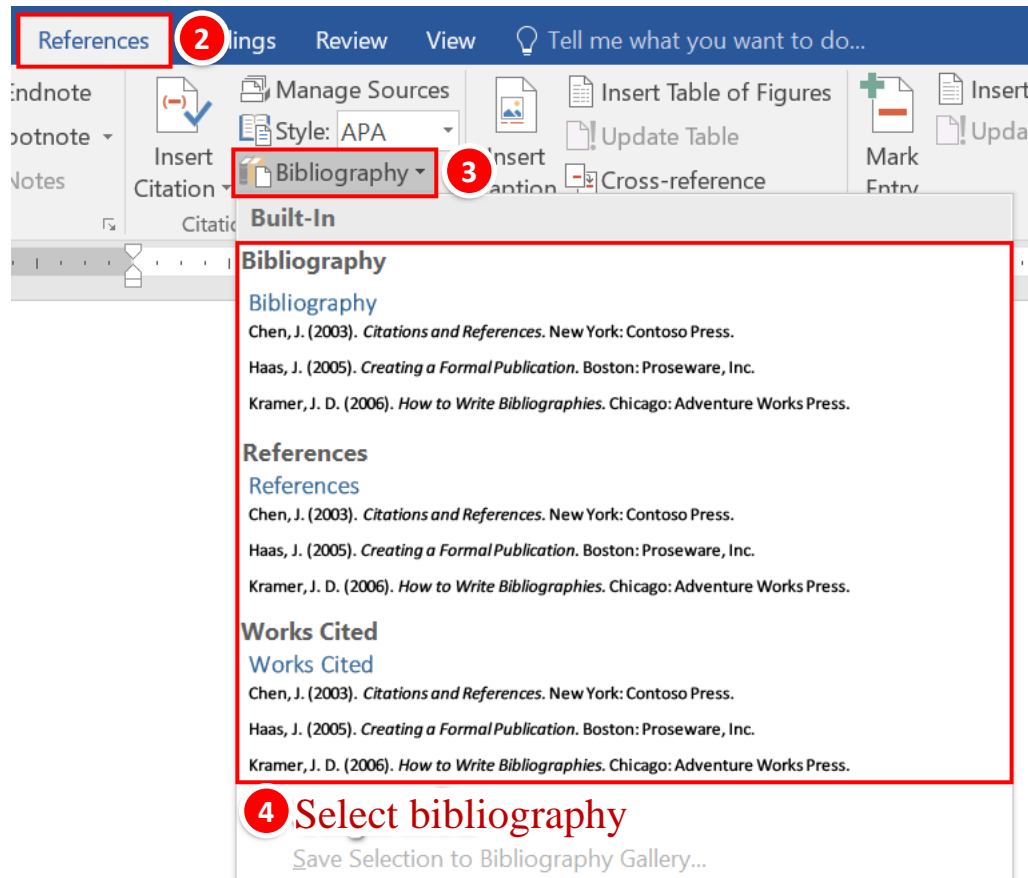
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### 1/. Insert a bibliography

# 1- Insert a bibliography

- Insert a bibliography

1 Select position to insert a bibliography



References

2

3

4

**Bibliography**

Bibliography

Chen, J. (2003). *Citations and References*. New York: Contoso Press.

Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.

Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**References**

References

Chen, J. (2003). *Citations and References*. New York: Contoso Press.

Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.

Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**Works Cited**

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Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

Save Selection to Bibliography Gallery...



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